

YOUR PATH TO DEVELOPING A COMPLIANT SCHOOL EMERGENCY MANAGEMENT PLAN

AN INTRODUCTION TO OHIO'S EMERGENCY MANAGEMENT PLAN REQUIREMENTS

Ohio law requires schools to maintain comprehensive all-hazard emergency management plans with the Department of Education. Each plan is comprised of four components; you should review the four sample components (available in this packet and on SaferSchools.Ohio.gov) as well as work with local first responders, EMA, and community stakeholders to identify threats and hazards in beginning to develop your plan. Remember, to become fully compliant you will need proof of involvement from local first responders, EMA, and community stakeholders. A signature page is included with the sample emergency contact sheet.

1

COLLABORATION AND SUBMISSION

Before submitting your emergency plans you will need to collaborate with your school's community. Work to include input from local law enforcement, fire officials, EMS, and EMA, as well as teaching and non-teaching staff during the development process. Also, use the sample GAT review document (available in this packet and on SaferSchools.Ohio.gov) to self-evaluate your plans. Finally, seek assistance from Ohio Homeland Security, (614) 728-0424; your evaluator will work directly with your school or district to develop compliant plans before you submit your emergency management plan to The Department of Education (through the SAFE portal).

2

IF YOUR SCHOOL IS NONCOMPLIANT

Ohio Homeland Security will then formally review your plans and find them noncompliant or compliant. The review document (GAT) will be posted to the SAFE portal and a notification will be sent to your school and district. The Ohio Homeland Security evaluator who evaluated your plan will work with you to address deficiencies in your school's emergency plan. The evaluator will be reaching out to you shortly after your evaluation is posted. If you do not hear from an evaluator or have immediate questions, please call (614) 728-0424. Your evaluator will work with you to develop compliant emergency plans.

3

WORKING WITH YOUR EVALUATOR

Evaluators are trained by Ohio Homeland Security's Infrastructure Protection Unit. They are happy to work with you while you develop your plans, including meeting with you and other school staff members. The Center for P-20 Safety is also available to assist you with any questions you may have regarding the process, as well as walk you through how to upload and maintain your plans in SAFE. Please treat your plan development as a priority; the process should take no more than five weeks.

4

WHEN YOUR SCHOOL IS COMPLIANT

Congratulations! Your school is now fully compliant with Ohio Law. Remember to update your plans if you alter your buildings or change staff members included on your emergency contact sheet. Remember to use the "report review and exercise" function in SAFE to report annual drills and certify that your school's emergency plan documents are current and accurate. All documents must be certified by an administrator by July 1 every year. You will need to resubmit your compliant plan after three years for review.